

Records & Archives Management Committee

J.V. Fletcher Library, Mary Atwood Room

Friday, September 22, 2006, 3:00 pm

Minutes

Members present were: Ginny Moore, Chair, Jane Hinckley, Ellen Harde and Kaari Mai Tari.

Minutes

It was voted to approve the minutes of 3/22/2002, 4/5/2002, 1/24/2003, 5/30/2003, 10/31/2003, 4/2/2004, 11/21/2005, 3/17/2006, 4/21/2006, and 5/17/2006 (Records Management Workshop), and 8/25/2006.

There was some discussion about seeking Community Preservation funds for microfilming and scanning minutes and large scale plans. It wasn't clear whether it would be beneficial to pursue grant funding for town-wide or department wide collections. There might be a price break, but not all departments are equally prepared with inventories of what they have.

K. Tari will call North East Document Conservation Center to see if they can survey records and provide a quote for the work. K. Tari will contact the schools for an estimate on the volume of School Committee minutes for microfilming.

G. Moore will begin contacting former members of committees to see if they have permanent records that may have been forgotten in their basements.

At 3:45pm the meeting adjourned to the Town Clerk's office where a work session began. B. Oliphant and K. Tari finished the first floor vault inventory while J. Hinckley continued preparing Selectmen's minutes for microfilming.

The next meeting was scheduled as a work session for October 13th at 4:00pm in the Town Clerk's office. The work session ended at 5:30pm.

Respectfully submitted,

Kaari Mai Tari